



## How to Add a Forum (Discussion Board)

### Step 1

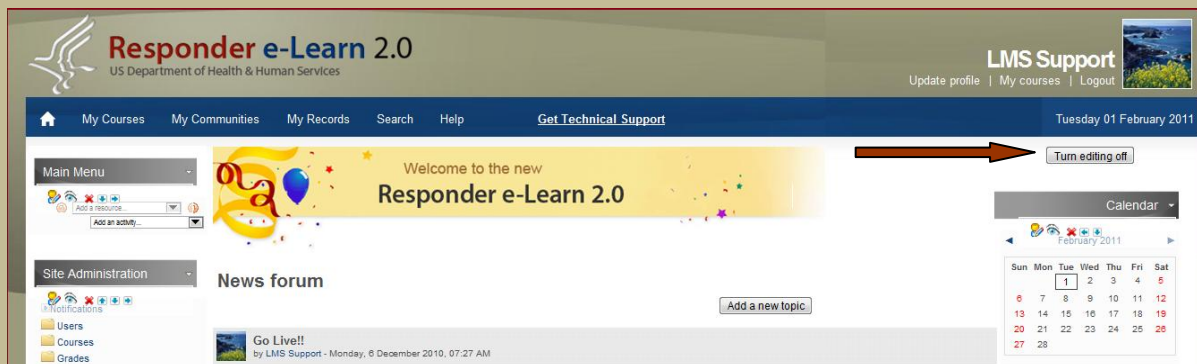
Log into: <http://www.Respondere-Learn.com>

### Step 2

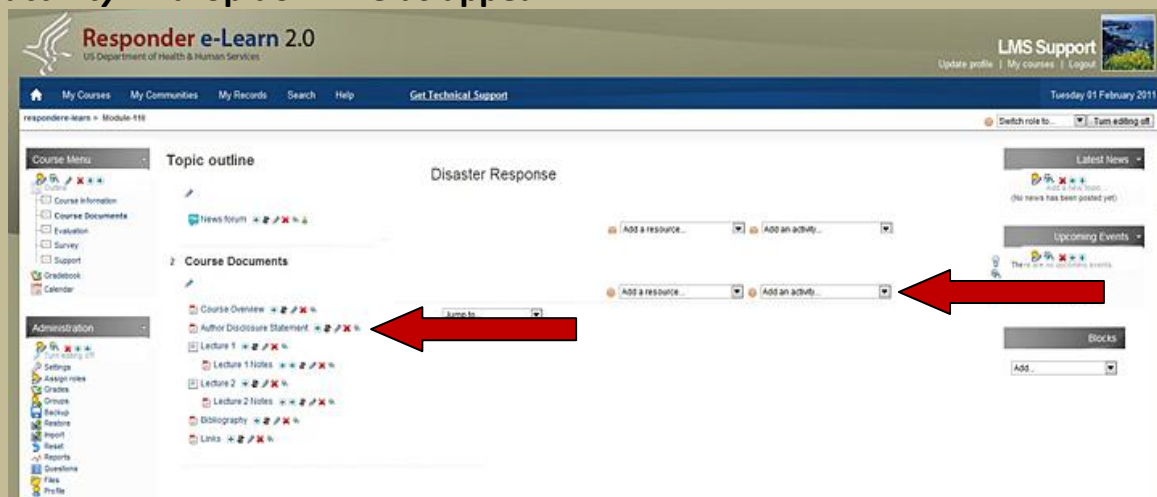
Navigate to the course you'd like to add a discussion board/forum.

### Step 3

- Click on the button “Turn editing on” so it reads “Turn editing off.”
- This button is located in the upper right-hand corner under the login fields, on the blue menu bar.




























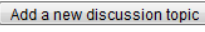


Once the editing button has been selected, the editing icons and “Add an activity...” drop down fields appear.




- Here are magnified images of the editing options discussed above:






	<ul style="list-style-type: none"> <li>Click on the <i>“Forum introduction”</i> question mark, which contains three links that provide helpful tips on how to compose a discussion board.</li> </ul> <div> <ul style="list-style-type: none"> <li>Write carefully</li> <li>Ask good questions</li> <li>About the HTML editor</li> </ul> </div> <div>Forum introduction* </div>
<b>Step 6</b>	Click on <i>“Save and return to course.”</i>
<b>Step 7</b>	<ul style="list-style-type: none"> <li>Click on the discussion board topic you created.</li> </ul> <div> <p>Discussion Board </p> <p>General Questions     </p> <p>Module 1: Policies     </p> <p>Module 2: Operations     </p> <p>Module 3: Communication and Information Management     </p> <p>Module 4: Deployment     </p> </div>
<b>Step 8</b>	<ul style="list-style-type: none"> <li>Click on the <i>“Add a new discussion topic”</i> button.</li> </ul> <div> <p>My Courses My Communities My Records Search Help <a href="#">Get Technical Support</a></p> <p>responder-learn &gt; Module-110 &gt; Forums &gt; Operations Discussion</p> <p>Operations Checklist</p> <p></p> <p>(There are no discussion topics yet in this forum)</p> </div>
<b>Step 9</b>	<ul style="list-style-type: none"> <li>Enter a topic in the <i>“Subject”</i> field, and compile questions or discussion topics in the <i>“Message”</i> field.</li> </ul>

The screenshot shows the top navigation bar of the Responder e-Learn 2.0 website, which includes links like Home, My Courses, My Communities, My Records, Search, Help, and Get Technical Support. Below this is a breadcrumb trail: responder-learn > Module-110 > Forums > Operations Discussion > Add a new discussion topic. The main heading is "Operations Checklist". The central part of the page features a form titled "Your new discussion topic". A red arrow points from the left margin to the "Subject\*" field, which contains the text "Operations Criteria". Another red arrow points from the left margin to the rich text editor area below the subject field, which includes a toolbar with various formatting options like bold, italic, underline, link, and bullet points. The message body area is currently empty.

- The “*Subscription*” field defaults to the setting “*Send me email copies of posts to this forum.*” This setting should remain as is, if you wish to receive email notifications when users add comments to the discussion board.
- Next, select the “*Post to forum*” button.


Format  HTML format

Subscription  Send me email copies of posts to this forum 

Attachment (Max size: 500KB) 

Mail now ☐

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## Step 10

- Click on the discussion topic name to review your entries.


[Home](#)
[My Courses](#)
[My Communities](#)
[My Records](#)
[Search](#)
[Help](#)
[Get Technical Support](#)

[respondere-learn](#)
[Module-110](#)
[Forums](#)
[Operations Discussion](#)



Operations Checklist

[Add a new discussion topic](#)

Discussion	Started by	Replies
<a href="#">Operations Criteria</a>  LMS Support		0

## Step 11

- Select “Reply” located on the left-hand side at the bottom of the page to add a comment to the discussion board.

The screenshot shows a forum interface. At the top is a navigation bar with links: Home, My Courses, My Communities, My Records, Search, Help, and Get Technical Support. Below this is a breadcrumb trail: respondere-learn > Module-110 > Forums > Operations Discussion > Operations Criteria. On the right, there is a button labeled 'Display replies in nested form'. The main content area shows a post titled 'Operations Criteria' by 'LMS Support' from Thursday, 3 February 2011, 02:57 PM. The post contains three numbered list items. At the bottom right of the post, there are three links: 'Edit', 'Delete', and 'Reply'. A red arrow points to the 'Reply' link.

- Enter your reply in the “Message” field.

The screenshot shows the reply form. It has a 'Subject\*' field with the text 'Re: Operations Criteria'. Below it is a 'Message\*' field with a rich text editor toolbar. The toolbar includes options for font face (Trebuchet), font size (1 (8 pt)), language (Lang), and various text formatting tools like bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, video, and code. A red arrow points to the large text input area of the message field.

## Step 12

- Select the “Post to forum” button.

## Step 13

- Click the “Turn editing off” button.